

1 Oct. 75

MEMORANDUM FOR THE RECORD

SUBJECT: Importance of SAFE to Production Analysts

(1) Optimizing Time Spent on Analysis: 2 + n for the Price of One

One example: Reciprocal exploitation of data in other branches' files, e.g., for the widest possible coverage of military biographic data, three branches are using each others' files: CRS/U/P&M (SPIF file), OSR/SF/C (Br. file), and OSR/SEC (Soviet Decision-Making file).

(2) Faster Receipt of Material, because of the number of hands through which a hard copy item must pass before getting to an analyst, i.e., courier, Office mail room, division mail point, distribution to the branch, and finally routing to the analysts.

OER/I/MTN: "Project SAFE has improved the Multilateral Trade Negotiations Task Force's ability to closely monitor developments at the MTN. Obtaining the SAFE "soft copy" as much as 24 hrs. in advance of the hard copy was particularly valuable when the Task Force was following developments at the Trade Negotiations Committee meeting in July and the Agriculture Group meeting last week."

OCI/MEA/ARM reported that their SAFE Mail File has cut down the time lag in receipt of State LIMDIS and EXDIS cables, providing them with more readable copy (than the "soft" Cable Sec ones) and faster.

OSI/NED/NWB: "The SI [] files are the most useful to this Branch. We have been able to retrieve and obtain documents from them sometimes as much as 5 hrs. before the hard copy became available."

FBIS: Called to report that they have found the timely access to State cables via their SAFE Mail File to be "very valuable."

(3) Finding documents not received through normal dissemination process either because they were peripheral to or not defined by reading requirements, sufficiently ambiguous not to be recognized by disseminators, or were inadvertently missed by the dissemination process.

FBIS: Reported that the SAFE Mail File has provided them with some State cables they would not otherwise have received in hard copy, but needed.

OSI/NED/NWB: Reported that in daily searches of the 24 hr. Codeword Text File, they are regularly locating a few items which would not fall within their normal hard copy dissemination requirements, but in which they are interested.

(4) Crisis Management

OSR/SF/C: "On Tues., 23 Sep. and again on Wed., 24 Sep., we used the SAFE Text Files to retrieve electrically disseminated documents ... for use in crisis management. In both cases, we were able to retrieve DoD' IR's ... and bring them

to the attention of OSR current intelligence analysts before they became available through normal distribution. The information in these reports had a significant impact on our analysis of the problem."

OCI: "Bill Parmenter (D/OCI) recently had occasion to observe a case in point when he asked OCI's Arab Branch to produce the source of an OSR article which State had challenged on the grounds that it improperly used an EXDIS source. While OSR analysts scrambled vainly to find their single copy of the DAO source cable, OCI's [] was able to produce it on the SAFE screen in a matter of minutes, using a few simple search terms to locate a cable he himself had never seen. The D/OCI, who witnessed the process, was duly impressed."

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D/OSR/SEC: "As a Project SAFE pilot branch, OSR/SEC has long believed that the SAFE system's capability to store and retrieve electrical messages rapidly could become invaluable to OSR in a major crisis. When developments in the Mideast turned sharply for the worse on 14-15 Nov. 75, we saw the chance to mobilize these capabilities ... Within 6 hrs. our Mail File profile had been altered and we were receiving Codeword messages. Within 24 hrs. the more difficult process of updating our State cable profiles was accomplished and we were getting them as well ... We are convinced that onset of the real thing will find SEC much more able to react usefully and to assist other components of OSR not serviced by the system."

- (5) Dramatic Decrease in Safe Storage Space by converting hard copy documents to microform. Such conversion reduces storage space by 80%.

One example: OSR/SF/C has 9,100 documents in microform requiring only 8½ linear ft. of storage space.

- (6) Complete Dependence on SAFE to Access Branch File Holdings.

OSR/SF/C: "Without SAFE, we'd go down the tube."

USIB/AHCG: Supports DCI's responsibility in relation to current Senate and House investigations and reports supplied.

Also, OSR/SF/N, OSR/TF/W, OSI/NED/SSB, OSI/NED/NWB, etc.

- (7) Better Analyst/Branch Files = Better Intelligence Product

(a) Wider range of information storage and retrieval, without an equivalent increase in document storage space; (b) efficient and feasible method of cross-referencing not possible in manual files, i.e., making it possible to cross-coordinate a larger variety of terms/topics; and (c) easier and better data retrieval and analysis.

OSR/SEC: "The (SAFE) system's aggregative capability also allows for a certain amount of content analysis which would not be attempted under a manual system because of the time constraints imposed by this type of analysis."

OSR/SEC: "The SAFE/SAG system also allows a far wider range of data manipulation and analysis than could be accomplished under a manual system. Thus, relationships frequently appear that would not be suspected, as a result of the flexibility of the system."

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OSR/SEC: "Using this system, the analyst need only take a data notation once, then create as many categories for filing the information as are necessary or desirable. Obviously, in a manual system, each additional category of indexing would necessitate the reproduction of the original notation for filing."

- (8) Use in the Intelligence Production Editing Process to check accuracy of references and security classifications.

OSI/IPS: "OSI/IPS has found the SAFE system a valuable tool in the security processing of reports prior to publication ... SAFE provides ready access to the data and saves time."

- (9) Production Analyst Interaction with the CRS Subject Index Produces Better Results.

OSR/SEC: "Provides uniquely flexible support to the analyst in the initial stages of a research project by allowing the analyst to design his own strategy for searching the AEGIS data base ... analyst-system interaction allows immediate revisions of the search strategy ... suggests additional search approaches," etc.

- (10) Increases Analyst-to-Analyst Communication

OSR/SEC: "Increases interaction among analysts in the same branch, which might not otherwise occur if they were relying on paper files which are not easily accessible to other analysts than those maintaining same."

- (11) More reliable for Backup Analyst to Use in the Absence of the Primary Analyst.

OCI, former C/ARM/MEA: "SAFE is even more useful when an analyst or supervisor must search and retrieve materials with which he is not intimately familiar, as when he is covering for an absent colleague or standing a nighttime or weekend watch."



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